



**NOAA  
FISHERIES**

*When good policies go bad:*

# How to rescind a policy from the Policy Directives System

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**NOAA FISHERIES**

# Objective

## I. Review processes

- Renewal vs. Revision
- Rescission
- Emergency Rescission

## II. Other helpful hints

# Renewal vs. Revision

- **Renewal** – annually reviewed by Office of Primary Responsibility (OPR)
  - May include minor, technical, or formatting corrections.
  - Documentation signed by certifying official should indicate directive was reviewed and is current.
- **Recommendations for Updates or Revisions**
  - May occur during annual review
  - Request from a Leadership Council member may occur at any time; OPR decides whether to initiate immediately or during annual review.
  - **OPR may**
    - (1) **Recommend and proceed with revision or**
    - (2) **OPR may recommend not to have policy revised**

# Revisions

## (1) If proceeding with revision

- Review process by LC is same as for new policies (15 days)
- Revised document with redline and strikeout is provided for GCF review.

## (2) If OPR recommends no update for a policy – the following is prepared for GCF review and then to the AA

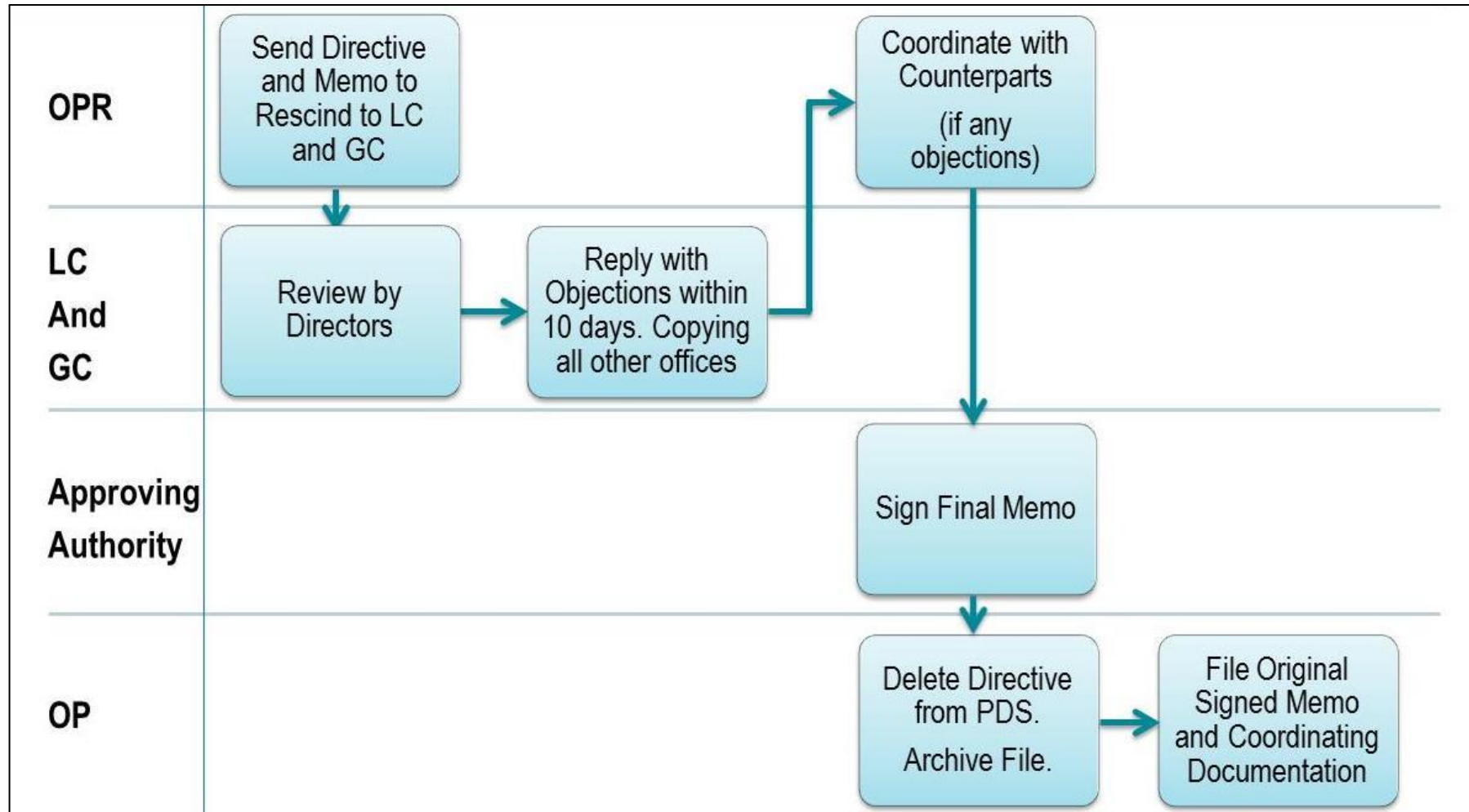
- Unchanged policy directive
- Comments from other offices
- Statement as to why suggested change should not be incorporated
- **AA signs certification memorandum, rather than OPR Director (for policy directives).**

# Rescissions

When a policy or procedure are no longer needed, process is essentially the same as for new policies.

- OPR sends directive along with memorandum to rescind to the LC and GCF.
- 10 working days provided for objections, which should be shared with entire LC.
- After coordination:
  - ONLY the AA can rescind policies; AA signs memo.
  - Office Directors can rescind and sign memos for procedures or supplements.
- Office of Policy deletes the directive, retires the number, and archives the file.

# Standard Rescission Process



# Emergency Rescissions

- Rarely used.
- In an emergency situation, the AA may immediately rescind a policy directive and the OPR a procedural directive, and then notify the LC, GCF, and Office of Policy of the rescission.
- Office of Policy distributes an e-mail notification to all PDS users; directive is removed from the PDS web site.
- Memo for the file is the same as a regular rescission.

# PDS – Other Helpful Hints

Toolkit &  
FAQs



**Policy Directives** Toolkit FAQ DOC Administrative Orders NOAA Administrative Orders

Fisheries Home » About Us » Policy » **Policy Directives**

## NOAA Fisheries Policy Directives

This Policy Directive System (PDS) website is the official repository of NOAA Fisheries Service's policies and procedures. Please browse Directives 30-101 and 30-101-01 (via the 30 - Administration and Operations link below) for a full description and user's guide to the PDS.

**Categories** Search Directives:  Search

### Managing Marine Ecosystems

- 01 - Fisheries Management
- 02 - Protected Resources
- 03 - Habitat Conservation and Restoration
- 04 - Science and Technology
- 05 - Constituent Services
- 06 - Law Enforcement
- 07 - Seafood Inspection
- 08 - International Affairs

### Administration & Internal Operations

- 30 - Administrative and Operations
- 31 - Financial Management and Budget
- 32 - Information Management
- 33 - Planning
- 34 - Facilities and Equipment
- 35 - Workplace Safety
- 36 - Human Resources
- 37 - Staffing and Organization
- 38 - Equal Employment Opportunity
- 39 - External Communications and Affairs

### Recent Additions

- 04-108-04 OMB Peer Review Bulletin Guidance (12/12/11)
- 04-108-03 Section 515 Pre-Dissemination Review and Documentation Guidelines (7/27/2012)
- 04-108-02 Section 515 Pre-Dissemination Review and Documentation Form (6/1/2012)
- 04-108 Data Quality Act (7/27/2012)
- 33-102-02-04-fhc Program Performance Reporting Business Rules for HAB (10/30/2008)
- 33-102-02-03-fpr Program Performance Reporting Business Rules for PSP (11/07/2008)
- 33-102-02-02-fsi Program Performance Reporting Business Rules for PSP (11/07/2008)

<http://www.nmfs.noaa.gov/op/pds/>








## Toolkit

### Templates

-  [NMFS Policy Directive Template](#)
-  [NMFS Procedures Directive Template](#)
-  [NMFS Supplement Template](#)



### Review & Certification

-  [Template for Annual Update Certification Memorandum for Policy Directives](#)
-  [Template for Annual Update Certification Memorandum for Procedural Directives](#)
-  [Template for Annual Update Certification Memorandum for Supplements](#)

### Procedures

-  [Assembly of the NMFS PDS Policy Directives Package](#)
-  [Checklist for Writing Directives](#)
-  [Procedures for Rescinding NMFS PDS Directives](#)
-  [NMFS Policy Directive Writing Tips](#)

### Useful Links

-  [FAQ](#)
-  [30-101 Policy Formulation](#)
-  [30-101-01 NMFS Directives System - Structure and Management](#)



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QUESTIONS ?

